

CHAPTER 8 – ADULT PAROLE OPERATIONS

ARTICLE 37 - WORK WEEK GROUPS AND WORK HOURS

Revised June 1, 2006

85030.1 Policy

It is the policy of the California Department of Corrections and Rehabilitation (CDCR) to abide by the California State Civil Service Rules and Regulations and the individual bargaining unit contracts governing work week groups and work hours.

85030.2 Purpose

It is the purpose of this section to establish guidelines for the work week and work hours in the Division of Adult Parole Operations (DAPO) and its subordinate units.

85030.3 Disclaimer

If provisions in this section conflict with any statute(s) or Memorandum of Understanding (MOU), the statute(s) or MOU shall prevail as it relates to the specific represented group. Any exceptions to this policy will be considered at the Chief Deputy Secretary, Adult Operations, level.

85030.4 Definitions

To clarify terminology used in the work week and work hours process, the following definitions are included as a guide. These are not inclusive, and any definitions contained in statutes shall supersede those contained in this section.

Administrative Officer-of-the-Day

Parole Agent III or above assigned to maintain the authority and responsibility for making administrative decisions and disseminating information during non-business hours regarding serious incidents in the absence of the Regional Parole Administrator.

Agent-of-Record

Parole Agent assigned to supervise a specific parolee or civil addict releasee.

Assistant Unit Supervisor

Parole Agent II at a field parole unit, more commonly referred to as an AUS.

Deputy Regional Parole Administrator

A CDCR administrator in a DAPO parole region.

District Administrator

A CDCR administrator of a DAPO unit, district, or geographical area.

Parole Agent

A departmental peace officer who is assigned to supervise those persons released from incarceration to serve a period of parole.

Regional Parole Administrator

A CDCR administrator of a DAPO Parole Region.

Unit Supervisor

A supervisor of case-carrying Parole Agents in DAPO. More commonly referred to as the US.

85030.5 Responsibilities

Director

The DAPO is managed by a Director who reports to the Chief Deputy Secretary, Adult Operations, and is responsible for establishing and maintaining CDCR's overall parole supervision efforts.

Regional Parole Administrator

The Regional Parole Administrator reports to the Director, DAPO, and is responsible for managing and overseeing the overall parole supervision efforts in their parole region.

The Regional Parole Administrator shall ensure that parole units establish procedures for staff to be available for off-hour response to parolees, law enforcement, and other interested agencies.

Deputy Regional Parole Administrator

The Deputy Regional Parole Administrator reports to the Regional Parole Administrator and is responsible for managing and overseeing specific parole supervision efforts within the parole region.

District Administrator

The District Administrator reports to the Deputy Regional Parole Administrator and is responsible for managing and overseeing the overall parole supervision efforts in their parole district.

Unit Supervisor

The Unit Supervisor reports to the District Administrator and is responsible for managing and overseeing the overall parole supervision efforts at the field parole unit level.

The Unit Supervisor is responsible for establishing procedures and ensuring staff are available for off-hour response to parolees, law enforcement, and other interested agencies.

Parole Agent

The Parole Agent is responsible for reporting to work on the date and at the time indicated on the approved work schedule or when called for off-hour response to parolees, law enforcement, and/or other interested agencies.

The Parole Agent who anticipates a deviation from the approved work week schedule shall contact the Unit Supervisor or, in the absence of the Unit Supervisor, the Assistant Unit Supervisor, for approval of the change.

A Parole Agent is not precluded from responding to an emergency in a timely manner if neither the Unit Supervisor nor Administrative Officer-of-the-Day (AOD) can be contacted. If this occurs, the Parole Agent is expected to

respond to the emergency and report the circumstances to the appropriate person as soon as possible.

85030.6 Primary Responsibilities

The parole office is the primary unit in CDCR with the following responsibilities:

Unit Supervisor

- Ensures Identification/Warrants Unit and all contracted answering services for the unit has a list of home telephone numbers for each assigned Parole Agent, Assistant Unit Supervisor, and Unit Supervisor assigned to the parole unit.
- Monitors and audits program operations.
- Makes changes as necessary.

85030.7 Specific Responsibilities

Parole Agent

Specific functions of the Parole Agent shall include, but is not limited to, the following:

- Providing assistance to the public.
- Assisting law enforcement.
- Handling emergencies.
- Conducting initial interviews.
- Addressing needs of walk-in parolee's.
- Assisting needs of other departmental personnel when the Agent-of-Record is not available.
- Responding to emergencies within the parole office.
- Maintaining office security.
- Supervising felons and civil addicts on his or her caseload.
- Other duties as assigned.

85030.8 Unit Office Hours

All Parole Offices shall be kept open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday, except on holidays.

Sub-unit office hours shall be established to meet area service needs as approved by the RPA.

Extended office hours may be established with approval of the RPA.

Reduced office hours may be established with approval of the RPA.

85030.9 Unit Officer-of-the-Day

Each parole unit shall be staffed during normal work hours by an assigned Parole Agent who is designated as the Officer-of-the-Day (OD). See DOM Section 87010 for

additional information regarding the role and responsibilities of the OD.

85030.10 On-Duty Status

A Parole Agent is on duty when the agent is conforming to a monthly work schedule that has been approved by the Unit Supervisor prior to the commencement of. A Parole Agent who anticipates a deviation from the approved work period schedule shall contact the Unit Supervisor for approval of the change.

85030.11 Office Day

A Parole Agent whose day begins and ends at the unit office is on duty upon arrival at the unit office and off duty upon leaving the office.

85030.12 Field Day

If a Parole Agent leaves his or her home and travels to a field contact, hours of work shall start on the arrival of the Parole Agent at the field contact location. If it takes longer to travel from the Parole Agent's home to the field contact location than the amount of time it takes the Parole Agent to travel from his or her home to the office, then the Parole Agent's work time shall start at the interval of time the Parole Agent usually uses to get to work.

85030.13 Staggered Hours

As contained in the current Memorandum of Understanding (MOU) for Bargaining Unit Six.

85030.14 Emergencies/Call Back

As contained in the current MOU for Bargaining Unit Six.

An agent is not precluded from responding to an emergency in a timely manner if neither the Unit Supervisor nor Administrative Officer-of-the-Day (AOD) can be contacted. If this occurs, the Parole Agent is expected to respond to the emergency and report the circumstances to the appropriate person as soon as possible.

If the Parole Agent is requested to respond to an emergency or suffers any other work before arriving at the office, field contact location, or traveling for the period of time it usually takes to get to the office, the Parole Agent's work day shall start at the moment he or she suffers work.

85030.15 Travel

When a Parole Agent or other staff member must travel beyond unit boundaries for training, attendance at meetings, or for other official reasons, the Parole Agent will be on-duty until arriving at lodging. After that time, the Parole Agent will be considered on-duty only when attending scheduled activities or carrying out approved duties.

85030.16 Off-Duty Status

Except for those situations noted in the Department Operations Manual (DOM) Section 85030.9, periods of training or special assignments, a Parole Agent is considered off-duty.

85030.17 Work Rules

As contained in the current MOU for Bargaining Unit Six.

There will be a minimum of one Parole Agent in the office assigned as OD Monday through Friday, 0800 – 1700. Necessary modifications can be made in sub-unit offices.

Case carriers will not be scheduled for work on holidays, whether weekdays or weekends, except to handle emergency situations.

In working the expanded schedule (weekends, evenings) it is expected that the time will be spent in the field, in the office, or a combination of both with approval of the Unit Supervisor.

For safety reasons, Parole Agents working on a Saturday or Sunday are required to submit to the Unit Supervisor, no later than the preceding Friday, a written general itinerary of field calls planned for the weekend day.

If an arrest is required during this expanded schedule, Parole Agent(s) shall contact the Unit Supervisor or AOD and conduct a pre-arrest planning conference. In arrests or investigations where there is potential danger, Parole Agents shall utilize law enforcement assistance.

85030.18 Overtime Policy

Overtime, except for emergencies, must be authorized by the Unit Supervisor in advance. Informal time off shall not be given. Overtime shall be authorized only when circumstances do not permit use of other options. The use of overtime is at management discretion subject to contract guidelines.

85030.19 Work Week

The work hours for the OD are from 8:00 a.m. to 5:00 p.m., unless otherwise specifically identified.

The MOU states that Parole Agents with the Unit Supervisor's approval may elect the daily start and stop time, with the exception of the OD duty.

The normal work schedule for Parole Agents shall be a four (4) or five (5) day work week, as dictated by the workload, and approved by the Unit Supervisor in accordance with the MOU for Bargaining Unit Six.

The Parole Agent may schedule with supervisory approval, other than an eight (8) or ten (10) hour day.

The workweek shall start on Monday and end on Sunday.

As per the MOU for Bargaining Unit Six.

85030.20 Work Hours

Work hours, subject to Unit Supervisor approval, will be scheduled between 6:00 a.m. and 10:00 p.m., except as emergency and operational needs dictate.

No work will be routinely scheduled between the hours of 10:00 p.m. and 6:00 a.m.

Each work day will be a minimum of at least four (4) work hours and a maximum not to exceed twelve (12) work hours, except as emergency and operational needs dictate.

As per the MOU for Bargaining Unit Six.

85030.21 Lunch Hours

The workday may include, at the employee's discretion, no meal break, or an optional one (1) hour, or one-half (1/2) hour meal break.

The lunch period, if authorized, is from noon to 1:00 p.m., unless otherwise specifically identified.

As per the MOU for Bargaining Unit Six.

85030.22 Rest Periods

The contracts for the various bargaining units govern rest periods for those employees who are covered by these contracts.

As per the MOU for Bargaining Unit Six.

85030.23 Evening Hours

Work schedules shall include a minimum of four (4) evenings per month

These mandated evenings shall be in the field, except if previously waived by the Unit Supervisor. The waiver will be the exception rather than the rule.

These mandated evenings each month will be worked until at least 7:00 p.m.

Nothing in this section shall prohibit Parole Agents from scheduling additional voluntary evenings.

As per the MOU for Bargaining Unit Six.

85030.24 Work Schedule

Each Parole Agent shall submit a proposed work schedule to the Unit Supervisor for each month at least seven (7) calendar days, but no more than fourteen (14) calendar days, prior to the beginning of the scheduled month for supervisory approval.

The State shall develop and standardize a work schedule to be utilized statewide.

The schedule will represent all work hours, which shall include all workdays, weekend work, evening work, days off, OD duties, lunch or no lunch, and other special assignment responsibilities.

The Unit Supervisor shall ensure that all Parole Agents comply with the scheduling requirements of the MOU Bargaining Unit Six and the meeting of operational needs.

The Unit Supervisor shall approve the work schedule at least three (3) days prior to the scheduled month, unless it can be documented that the scheduled work hours as submitted would be detrimental to the needs of the office or would hinder the Parole Agent in the performance of his or her duties and responsibilities. This documentation shall be provided if requested by the Parole Agent.

If the Parole Agent does not submit a monthly work schedule, the Unit Supervisor will assign the work schedule.

As per the MOU for Bargaining Unit Six.

85030.25 Adjustments to Work Schedule

During the scheduled month, the Unit Supervisor may occasionally adjust the work hours based on operational needs with written justification to the Parole Agent.

This adjustment shall not be intended to avoid the assignment of overtime.

Parole Agent requested changes in the work schedules, excluding emergencies, will require prior supervisory approval.

Parole Agents will advise the Unit Supervisor of emergency changes no later than the next work day.

As per the MOU for Bargaining Unit Six.

85030.26 Revisions

The Director, DAPO, or designee, is responsible for ensuring that the contents of this article are kept current and accurate.

85030.27 References

MOU for Bargaining Unit Six.

Department of Personnel Administrative Rules.

DOM Sections 81010, 81020, 81030, and 87010.